

# REMITTING UNCLAIMED SECURITIES

When remitting unclaimed securities, the California Unclaimed Property Law requires holders to remit duplicate certificates pursuant to CCP Section 1532(b), which states:

*“The holder of any interest under subdivision (b) of Section 1516 shall deliver a duplicate certificate to the Controller. Upon delivery of a duplicate certificate to the Controller, the holder and any transfer agent, registrar or other person acting for or on behalf of the holder in executing or delivering the duplicate certificate shall be relieved from all liability of every kind to any person including, but not limited to, any person acquiring the original certificate of the duplicate of the certificate issued to the Controller for any losses or damages resulting to that person by the issuance and delivery to the Controller of such duplicate certificate.”*

There will be instances where a holder is unable to deliver a duplicate certificate. Consequently, the Office of the State Controller has implemented regulations to provide a procedure whereby the securities may be remitted electronically.

Article 4.5, Section 1172.20(b)(1), states: *“Where the holder cannot remit securities in certificate form, the delivery date is the date the asset is credited to the account number of the State Controller, State of California, maintained by a broker contracting with the State Controller’s Office.”*

Article 4.5, Section 1172.20(b)(2), states: *“The holder must obtain written permission from the State Controller’s Office, Bureau of Unclaimed Property, prior to remitting with the method in Section 1172.20(b)(1), above.”*

In order to remit securities electronically, the holder must complete the Request to Deliver Non-Certificate Securities (REQ1) and forward the request to the Division of Collections, Bureau of Unclaimed Property, P. O. Box 942850, Sacramento, CA 94250-5873 or fax it to (916) 324-3418. Instructions (page 2) for completing the request immediately follow the form. Upon receipt of the request, the Bureau will review it and will advise the holder if the request has been approved or disapproved.

If you have any questions, send an e-mail to [kphillips@SCO.CA.GOV](mailto:kphillips@SCO.CA.GOV) or call the Sale of Securities Unit at (916) 322-9162.

**Instructions for completing  
Request to Deliver NON-Certificate Securities (form below)**

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A. Enter information as indicated in the following required fields:

1. Date: Current date
2. Remitter Name: Name of the agent remitting the securities
3. Remitter Address: Remitting agent's street address, including city, state, and zip code
4. Holder Name: Name of the organization that is reporting the securities
5. Holder FIN: Reporting Organization's Federal Identification Number

B. Supply the following information for each security you are requesting authorization to transfer in non-certificate form:

1. ISSUE NAME/TYPE/SERIES:

- a. Security issue name as it would be listed on a certificate
- b. Type of security (common, preferred, debenture)
- c. Series, if a specific series is associated with this issue, such as 12% Sub Debenture

2. CUSIP:

- a. CUSIP number assigned for this security.

3. NUMBER OF SHARES:

- a. Number of shares to be remitted.

4. REASON FOR REQUEST:

- a. Indicate why a duplicate certificate cannot be issued.

C. If additional space is required for additional issues, attach a separate page listing the above information in the same format as indicated on the request form.

D. The requesting agent must sign the request form and include his or her title, telephone number, and E-mail address.

E. Return the request form to the Bureau of Unclaimed Property, attention Kim Phillips, either by mail (to the address on the next page) or by FAX to (916) 324-3418.



**STEVE WESTLY**  
**Controller of the State of California**  
**DI VI SI ON OF COLLECTI ONS**

**REQUEST TO DELIVER NON-CERTIFICATE SECURITIES**

In accordance with the California Code of Civil Procedure, Section 1532, and the California Administrative Code, Title 2, Subchapter 8, I request authorization to transfer the security positions in non-certificate form. I certify that duplicate certificates cannot be issued.

Date:	_____		
Remitter Name:	_____	Holder Name:	_____
Remitter Address:	_____	Holder FIN:	_____
	_____		

<u>ISSUE NAME/TYPE/SERIES</u>	<u>CUSIP</u>	<u># SHARES</u>	<u>REASON FOR REQUEST</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
Signature	Title	Date	
_____	_____	_____	
Name (PRINT)	Telephone Number	E-mail address	
_____	_____	_____	

Bureau of Unclaimed Property  
MAILING ADDRESS P.O. Box 942850, Sacramento, CA 94250-5873  
3301 C Street Suite 712 Sacramento CA 95816 (916) 322-9162